



**BUREAU OF
 BUSINESS MANAGEMENT**
DIVISION OF PROCUREMENT SERVICES
 2600 Bull Street
 Columbia, SC 29201-1708
 Telephone: (803) 898-3512 Fax: (803) 898-3505
<http://www.scdhec.net/procurement>

REQUEST FOR PRICE QUOTATION**THIS IS NOT AN ORDER**

| | | | |
|---|---|--|-----------------------------------|
| Quotation must be received by Date: September 15, 2006 Time: 5:00 p.m. E.T. | Mail or fax quotation to above address to <i>Kristen Gordon</i> ATTN.: Kristen Gordon | Solicitation number: RFQ-30786-09/15/06-KCG | Date issued: September 1, 2006 |
|---|---|--|-----------------------------------|

Description: Printing of "Retail Food Establishment" Decals

NOTE: SEE ATTACHED SHEETS FOR SPECIFICATIONS, BIDDING SCHEDULE, PROVISIONS AND CLAUSES**MUST BE SIGNED TO BE VALID**

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. I agree, if this quotation is accepted within 60 days from date of closing, to furnish any and all items/services at the prices quoted.

| | | | | |
|----------------------|-------|--------------|---------------------------------------|-------------|
| Authorized Signature | | Printed Name | | Date Signed |
| Company | | | Social Security or Federal Tax Number | |
| Mailing Address | | | Area Code and Phone Number | |
| City | State | Zip Code | Toll Free Phone Number | |
| E-mail Address | | | Fax Number | |

Any amendments to this solicitation will be posted at <http://www.scdhec.net/procurement>

Bidders are responsible for checking this site for any applicable amendments or other documents related to this solicitation.

PURPOSE and SCOPE OF WORK: Printing of "Retail Food Establishment" Decals.

SPECIAL CONDITIONS

1. **AWARD:** The contract will be awarded by total to the lowest responsible and responsive bidder.
2. **REQUEST FOR QUOTATION:** The quotation must be received by DHEC-Procurement Services by September 15, 2006 by 5:00 p.m. ET.
3. **ANTICIPATED SHIP TO:** S.C. Department of Health and Environmental Control
2600 Bull Street
Columbia, SC 29201
4. **FAXED QUOTATION:** A faxed quotation is acceptable. The fax number is 803-898-3505.
5. **INVOICING:** Invoice must be itemized and sent to:
S.C. Department of Health and Environmental Control
Finance Division
2600 Bull Street
Columbia, SC 29201-1708.
6. **CONTACT PERSON:** The contact person for this solicitation is:
Kristen Gordon, Procurement Specialist
Bureau of Business Management, Division of Procurement Services
(803) 898-3512, gordonkc@dhec.sc.gov
7. **MODIFICATIONS:** Any modification must have prior approval from the procurement official before proceeding with the project.
8. **PRINTING GUIDELINES:** All printing guidelines referenced in the South Carolina Government Printing Services Manual, dated January 1, 1998, shall apply.
9. **SETUP, PACKING, SHIPPING, AND DELIVERY:** All setup, packing, shipping, and delivery charges shall be included in the unit price.
10. **OVERRUNS/UNDER RUNS:** Overruns or under runs will be based on the quantity ordered and shall not exceed 2.5%. DHEC will only pay for overruns up to 2.5%.
11. **AGENCY PROPERTY:** All artwork, mechanicals, disks, samples or other related materials provided to the Successful Vendor in the production of this booklet remain property of the SC Department of Health & Environmental and must be returned to the Agency Representative at completion of project prior to payment.
12. **ARTWORK:** Artwork for the commodities will be provided by DHEC.
 - a) All artwork provided to the Vendor for the work described herein remains the property of the Department of Health and Environmental Control. Prior to payment for services rendered the Vendor will return all artwork to the DHEC Art Department.
 - b) Following award of contract the Vendor will be responsible for arranging pick up of completed artwork, mechanicals, computer diskettes, samples or other related materials by appointment with Ms. Libby Gamble, (803) 898-3866, SC-Department of Health & Environmental Control, 2600 Bull Street, Columbia, SC. Room 1500. For release of these materials, the Vendor must reference current purchase order. DHEC is not responsible for mailing, shipping or faxing materials to the vendor. All visitors must enter/register at the complex lobby, and shall be assigned a temporary pass while inside the facility. Visitors' parking is located at the front of the complex along Bull Street.
13. **SAMPLES:** Samples of the decals are available for review by appointment with Kristen Gordon.
14. **QUANTITIES:** Quantities are good faith estimates. Minimum or maximum quantities are not guaranteed. Ordering will be done on an as needed basis. Therefore, more or less than the estimated quantities may be required.
15. **COPY CHANGES:** DHEC reserves the right to make annual copy changes on the anniversary date of the contract.
16. **TERM/OPTION TO EXTEND:** Anticipated Initial Contract Period: 09/15/2006 through 09/14/2006. This contract will automatically extend on the anniversary date unless either party elects otherwise as allowed in the contract. The extension may be less than but will not exceed four additional one year periods. If the contractor elects not to extend on the anniversary date, the contractor must notify the Division of Procurement Services of its intention in writing at least 90 days prior to the anniversary date.
17. **PRICE ADJUSTMENT:** Any request for price increase must be submitted to DHEC Division of Procurement Services at least 90 days prior to the anniversary date of the contract. Price increases will only become effective if agreed to in writing by the Division of Procurement Services. The maximum increase will not exceed the unadjusted percent change from the previous year shown in the Consumer Price Index (CPI), All Urban Consumers (CPI-U), "Other Goods and Services" or the current market conditions as determined by the procurement officer.

SPECIFICATIONS AND BIDDING SCHEDULE:

Item 1: 4,000 each, DHEC 1702-A, Self-adhesive decal in 3-color ink for application inside plate glass windows to show from exterior. The decal peels-off a backing sheet.

The Agency will provide the CMYK composition on a Macintosh-based In-Design CS2 files and output on a CD-R.

Explanation of Details

See * on page 6: Stock: 1.0 Mil clear, printable polyester film with clear, permanent non-removable pressure-sensitive adhesive. Heavy-weight release liner to be "slit" for removal in 5" vertical direction.

See * on page 6: Ink Colors: A CMYK file will be provided, however, the finished colors of the completed decal must be equal to those listed below:

Opaque White (no-see-through)

PMS Process Black (for lettering on decal front and Agency logo) with screened black, equal to #63 Charcoal (for decal back)

PMS 541-C Blue for "A" and background seal

See * on page 6: Layering: Blank paper peel-off Decal front (as viewed when installed)

Scaled Proof Requirement

The Vendor will be required to submit one proof, or as many proofs to satisfy the requirements outlined for this decal without additional charge to Agency. At the option of South Carolina Department of Health & Environmental Control, a sample of materials or demonstration of the design offered may be required.

Packaging

Decals to be packaged in quantities of 25 per shrink-wrap. Individual packs of 25 to be packaged in corrugated outer carton. Label outside of the carton to indicate contents.

Imprint Quality Requirements

Finished decals must be safe and appropriate for application inside a food establishment, impervious to extremes of prevailing South Carolina weather conditions for a reasonable period of time. Ink colors must be long-lasting, fade-resistant, withstanding direct sunlight or continuous artificial light. The stock used must be able to remain in extremes of cold and hot without peeling, smearing, tearing or changing color. Accurate, generous ink coverage with sharp, crisply registered images is required with grade letter solid, no writing or state seal visible through the color. The grade letter must not protrude out of the circle.

See State of S.C. Printing Specification Sheet on page 6 for additional specifications.

Quantities are good faith estimates. Minimum or maximum quantities are not guaranteed. Ordering will be done on an as needed basis. Therefore, more or less than the estimated quantities may be required.

U.S. End Product? (Y/N) _____ S.C. End Product? (Y/N) _____

Unit Price \$ _____ Extended Price: \$ _____

SPECIFICATIONS AND BIDDING SCHEDULE CONT.

Item 2: 2,000 each, DHEC 1702-B, Self-adhesive decal in 3-color ink for application inside plate glass windows to show from exterior. The decal peels-off backing.

The Agency will provide the composition on a Macintosh-based InDesign CS2 file output on a CD-R.

Scaled Proof Requirement

The Vendor will be required to submit one proof, or as many proofs to satisfy the requirements outlined for this decal without additional charge to Agency. At the option of South Carolina Department of Health & Environmental Control, a sample of materials or demonstration of the design offered may be required

Explanation of Details

See * on page 7, Stock: 1.0 Mil clear, printable polyester film with clear, permanent non-removable pressure-sensitive adhesive. Heavy-weight release liner to be "slit" for removal in 5" vertical direction.

See * on page 7, Ink Colors:

Opaque White (no-see-through)

PMS Process Black (for decal front, including Agency logo)
with screened black, equal to #63 Charcoal (for decal back)

PMS 308-C Blue (for letter "B")

See * on page 7, Layering: Blank paper peel-off Decal front (as viewed when installed)

Packaging

Decals to be packaged in quantities of 25 per clear film wrap. Individual packs of 25 to be packaged in corrugated outer carton. Label outside of the carton to indicate contents.

Imprint Quality Requirements

Finished decals must safe and appropriate for application inside a food establishment, impervious to extremes of prevailing South Carolina weather conditions for a reasonable period of time. Ink colors must be long-lasting, fade-resistant, withstanding direct sunlight or continuous artificial light. The stock used must be able to remain in extremes of cold and hot without peeling, smearing, tearing or changing color. The stock used must be able to remain in extremes of cold and heat without peeling, smearing, tearing or changing color. Accurate, generous, ink coverage with sharp, crisply registered images is required with grade letter solid, no writing or state seal visible through the color. The grade letter must not protrude out of the circle.

See State of S.C. Printing Specification Sheet on page 5 for additional specifications.

Quantities are good faith estimates. Minimum or maximum quantities are not guaranteed. Ordering will be done on an as needed basis. Therefore, more or less than the estimated quantities may be required.

U.S. End Product? (Y/N) _____ S.C. End Product? (Y/N) _____

Unit Price \$ _____ Extended Price: \$ _____

SPECIFICATIONS AND BIDDING SCHEDULE CONT.

Item 3: 1,000 each, 1744-B, Self-adhesive decal in 3-color ink for application inside plate glass windows to show from exterior. The decal peels-off backing.

The Agency will provide the composition on a Macintosh-based In-Design CS2 and output on a CD-R.

STOCK IS SUFFICIENT THAT THE INITIAL REQUEST FOR THIS FORM MAY NOT TAKE PLACE UNTIL THE SECOND YEAR OF THE CONTRACT.

Explanation of Detail

See * on page 8, Stock: 1.0 Mil clear, printable polyester film with clear, permanent non-removable pressure-sensitive adhesive. Heavy-weight release liner to be "slit" for removal in 5" vertical direction.

See * on page 8, Ink Colors:

Opaque White (no-see-through)

PMS Process Black (for decal front and one side of peel-off sheet)
with screened black, equal to #63 Charcoal (for decal back)

PMS 308-C Blue

See * on page 8, Layering: Decal front (as viewed when installed)
Paper peel-off (with application instruction on reverse side)

Scaled Proof Requirement

The Vendor will be required to submit one proof, or as many proofs to satisfy the requirements outlined for this decal without additional charge to Agency. At the option of South Carolina Department of Health & Environmental Control, a sample of materials or demonstration of the design offered may be required.

Imprint Quality Requirements

Finished decals must safe and appropriate for application inside a food establishment, impervious to extremes of prevailing South Carolina weather conditions for a reasonable period of time. Ink colors must be long-lasting, fade-resistant, withstanding direct sunlight or continuous artificial light. The stock used must be able to remain in extremes of cold and heat without peeling, smearing, tearing or changing color. Accurate, generous, ink coverage with sharp, crisply registered images is required with grade letter solid, no writing or state seal visible through the color. The grade letter must not protrude out of the circle.

Packaging

Decals to be packaged in quantities of 25 per clear film wrap. Individual packs of 25 to be packaged in corrugated outer carton. Label outside of the carton to indicate contents.

See State of S.C. Printing Specification Sheet on page 4 for additional specifications.

Quantities are good faith estimates. Minimum or maximum quantities are not guaranteed. Ordering will be done on an as needed basis. Therefore, more or less than the estimated quantities may be required.

U.S. End Product? (Y/N) _____ S.C. End Product? (Y/N) _____

Unit Price \$ _____ Extended Price: \$ _____

Total Bid Price (Items 1, 2, and 3): \$ _____

Delivery (Items 1, 2, and 3): _____ after receipt of order

STATE OF S.C. FORMS SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

Vendor _____

Authorized Signature _____

☐ SEE ATTACHED SPECIFICATIONS

| | | | | | | | |
|---|--|---|--------------------------|--|--------------------------|--|--------------------------|
| AGENCY NAME SC Department of Health & Environmental Control | | DELIVERY DATE REQUIRED See solicitation | | INSIDE <input type="checkbox"/> DELIVERY | | DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR Upon award of contract | |
| QUANTITY ORDERED 4,000 / 5001 | | NO. PARTS 1 | | FORM NUMBER DHEC 1702A (05/2006) | | TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS Retail Food Establishment Permit A (for mounting inside of glass) | |
| <input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input type="checkbox"/> Snap Set <input type="checkbox"/> Other | | COMPOSITION | | SPECS | | PROOFS | |
| | | New | Exact | Disk | Camera Ready | Changed | Rev |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Carbon Size Overall Width | | For Continuous Forms, Length From Stub Perf For Snapshots | | | |
| | | Ink Specifications | | Copy | | | |
| | | Face Printing | | Back Printing | | | |
| | | PRIM. SEC | | Front Copy As Backer Copy As | | No. Of Extra Perfs | |
| | | H V P | | Ink Color | | Marginal Words Or Designating Numbers | |
| | | C A T W B E E N | | | | | |
| | | 1 2 | | | | | |
| | | 2 3 | | | | | |
| | | 3 4 | | | | | |
| | | 4 5 | | | | | |
| | | 5 6 | | | | | |
| | | 6 7 | | | | | |
| | | 7 8 | | | | | |
| | | 8 9 | | | | | |
| | | 9 10 | | | | | |
| Numbering | | From: | | To: | | No. Of Positions | |
| | | | | | | | |
| | | Color | | Guaranteed <input type="checkbox"/> | | List Missing <input type="checkbox"/> | |
| | | | | | | | |
| | | <input type="checkbox"/> Press <input type="checkbox"/> Crash | | MCR Specifications | | | |
| | | <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive | | | | | |
| Punching | | position | | No. Of Holes | | Diameter | |
| | | | | | | | |
| | | C To C | | Edge Of Paper To Center Of Hole | | Punch Parts | |
| | | | | | | | |
| | | Press | | Drill | | Special Punching | |
| | | <input type="checkbox"/> | | <input type="checkbox"/> | | | |
| Continuous Forms | | Marginal Punching | | Marginal Perfs | | Crimp | |
| | | Left Right | | Left Right | | Left Right | |
| | | <input type="checkbox"/> <input type="checkbox"/> | | <input type="checkbox"/> <input type="checkbox"/> | | <input type="checkbox"/> <input type="checkbox"/> | |
| | | Paper <input type="checkbox"/> Carbon <input type="checkbox"/> | | Left <input type="checkbox"/> Right <input type="checkbox"/> | | Glue <input type="checkbox"/> <input type="checkbox"/> | |
| | | | | | | | |
| | | Forms Handling Equipment (Specify Name & Model No.) | | Printer | | Deleter | |
| | | | | | | | |
| | | Burst | | Characters Per Inch (Across) | | Lines Per Inch (Down) | |
| | | | | | | | |
| Book Binding Or Padding | | Type Of Cover | | Type Of Cover | | Covers Printed | |
| | | <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Top <input type="checkbox"/> Bottom | | <input type="checkbox"/> Triad <input type="checkbox"/> Flyleaf <input type="checkbox"/> Wrap Around | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | | | | |
| Agency Contact | | See solicitation | | Phone Number | | See solicitation | |
| | | | | | | | |

☐ ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

SPECIAL INSTRUCTIONS: See attached sheet for more complete information:

Spec prepared: 07/26/2006:RPW

STATE OF S.C. FORMS SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

Vendor _____ Authorized Signature _____

☐ SEE ATTACHED SPECIFICATIONS

| | | | | | | | | | | | | | | | | | | |
|---|--------------------------------|-------------------|--------------------------|--|--------------------------|---|--------------------------|--|-----------------------------------|---|--|---|--|---|--------------------------|---|--------------------------|--------------------------|
| AGENCY NAME SC Department of Health & Environmental Control | | | | DELIVERY DATE REQUIRED See solicitation | | INSIDE <input type="checkbox"/> DELIVERY | | DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR Upon award of contract | | | | | | | | | | |
| QUANTITY ORDERED 2,000 / 500 | | | | NO. PARTS 1 | | FORM NUMBER DHEC 1702B (03/2006) | | TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS Retail Food Establishment Permit B (for mounting inside of glass) | | | | | | | | | | |
| <input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input type="checkbox"/> Snap Set <input type="checkbox"/> Other | | | | COMPOSITION | | SPECS | | PROOFS | | CARBON DUMMY | | ARTWORK | | | | | | |
| | | | | New | Exact | Disk | Camera Ready | Changed | Rev | Exact | Yes | No | Yes | No | Screens | Reverses | Logos | Other |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P A R T | Overall Size Including Stub | | Stub Size | | Paper Specification | | | Carbon Size Overall Width Per Continuous Forms Length From Stub Per For Snapshots | | | | | | | | | | |
| | | | Left | Right | | | | Ink Specifications | | Copy | | No. Of Extra Perfs | | Marginal Words Or Designating Numbers | | B C E T R W B E O E N | | |
| | | | Top | Bottom | Color | WT. | Kind | PRIM. | SEC | Back Printing | Front Copy As | Backer Copy As | H | V | P | Ink Color | | |
| | WIDTH | LENGTH | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | |
| 1 | 7" | 5" | | | | | | black* | *see | black | 1 | 2/3 | | | | | | |
| 2 | | | | | | | | | attach | | | | | | | | | 1 2 |
| 3 | | | | | | | | | ments | | | | | | | | | 2 3 |
| 4 | | | | | | | | | | | | | | | | | | 3 4 |
| 5 | | | | | | | | | | | | | | | | | | 4 5 |
| 6 | | | | | | | | | | | | | | | | | | 5 6 |
| 7 | | | | | | | | | | | | | | | | | | 6 7 |
| 8 | | | | | | | | | | | | | | | | | | 7 8 |
| 9 | | | | | | | | | | | | | | | | | | 8 9 |
| 10 | | | | | | | | | | | | | | | | | | 9 10 |
| Numbering | | From: | | | To: | | | No. Of Positions | | Color | Guaranteed <input type="checkbox"/> | List Missing <input type="checkbox"/> | <input type="checkbox"/> Press <input type="checkbox"/> Crash | MCR Specifications <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive | | | | |
| Punching | | position | No. Of Holes | Diameter | C To C | Edge Of Paper To Center Of Hole | Punch Parts | Press <input type="checkbox"/> | Drill <input type="checkbox"/> | Special Punching | | | | | | | | |
| Continuous Forms | | Marginal Punching | | Marginal Perfs | | Crimp | | Glue | | Forms Handling Equipment (Specify Name & Model No.) | | | | Characters Per Inch (Across) | | Lines Per Inch (Down) | | |
| | | Paper | Left | Right | Left | Right | Left | Right | Left | Right | Printer | Deleaver | Burster | | | | | |
| | | Carbon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| Book Binding Or Padding | | Type Of Cover | | Type Of Cover | | Covers Limited | | Ink Color | | Quantity Book Or Pad | | Packing <input type="checkbox"/> STD <input type="checkbox"/> SPL | | QTY/PKG | | QTY/CTN Std | | |
| Agency Contact See solicitation | | | | | | | | Phone Number See solicitation | | | | | | | | | | |

☐ ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

SPECIAL INSTRUCTIONS: See attached sheet for more complete information:

Spec prepared: 07/26/2006:RPW

STATE OF S.C. FORMS SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

Vendor _____ Authorized Signature _____

☒ SEE ATTACHED SPECIFICATIONS.

| | | | | | | | | | | | | | | | | | | |
|--|-----------------------------|---|--------------------------|---|--------------------------|---|--------------------------|---|-------------------------------------|---|--------------------------|---|--------------------------|---|-------------------------------------|--------------------------|--|--|
| AGENCY NAME SC Department of Health & Environmental Control | | | | DELIVERY DATE REQUIRED See solicitation | | INSIDE <input type="checkbox"/> DELIVERY | | DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR Upon award of contract | | | | | | | | | | |
| QUANTITY ORDERED 1,000 / year | | | | NO. PARTS 1 | | FORM NUMBER DHEC 1744B (06/2006) | | TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS Retail Food Establishment Permit B (for mounting outside of glass) | | | | | | | | | | |
| <input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input type="checkbox"/> Snap Set <input checked="" type="checkbox"/> Other | | COMPOSITION | | | | SPECS | | PROOFS | | CARBON DUMMY | | ARTWORK | | | | | | |
| | | New | Exact | Disk | Camera Ready | Changed | Rev | Exact | Yes | No | Yes | No | Screens | Reverses | Logos | Other | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| PART | Overall Size Including Stub | | Stub Size | | Paper Specification | | | Carbon Size Overall Width For Continuous Forms. Length From Stub Perf For Snapshots | | | | | | | | | | |
| | | | Left | Right | | | | | | | | | | | | | | |
| | | | Top | Bottom | Color | WT. | Kind | | | | | | | | | | | |
| | WIDTH | LENGTH | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | |
| | 1 | 7" | 5" | | | | | black* | * see | black | 1 | 2/3 | | | | | | |
| | 2 | | | | | | | | attach | | | | | | | | | |
| | 3 | | | | | | | | ments | | | | | | | | | |
| | 4 | | | | | | | | | | | | | | | | | |
| | 5 | | | | | | | | | | | | | | | | | |
| | 6 | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | |
| Numbering | | From: | | To: | | No. Of Positions | | Color | | Guaranteed | | List Missing | | MICR Specifications | | | | |
| | | | | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> Press <input type="checkbox"/> Crash <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive | | | | |
| Punching | | position | No. Of Holes | Diameter | C To C | Edge Of Paper To Center Of Hole | Punch Parts | Press | Drill | Special Punching | | | | | | | | |
| | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| Continuous Forms | | Marginal Punching | | Marginal Perfs | | Crimp | | Glue | | Forms Handling Equipment (Specify Name & Model No.) | | | | Characters Per Inch (Across) | | Lines Per Inch (Down) | | |
| | | Left Right | | Left Right | | Left Right | | Left Right | | | | | | | | | | |
| | | <input type="checkbox"/> <input type="checkbox"/> | | <input type="checkbox"/> <input type="checkbox"/> | | <input type="checkbox"/> <input type="checkbox"/> | | <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | | |
| | | Paper | | Carbon | | | | | | Printer | | | | Deleaver | | Burst | | |
| | | <input type="checkbox"/> <input type="checkbox"/> | | <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | | | | | | |
| Book Binding Or Padding | | Stub | | Type Of Cover | | Covers Printed | | Ink Color | | Quantity | | Packaging Specifications | | | | | | |
| | | Left Right | | Triad Flyleaf | | Yes No | | | | Book Or Pad | | <input checked="" type="checkbox"/> STD <input type="checkbox"/> SPL | | QTY/PKG | | QTY/CTN | | |
| | | <input type="checkbox"/> <input type="checkbox"/> | | <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | | 25% | | Std | | |
| Agency Contact See solicitation | | | | | | Phone Number See solicitation | | | | | | | | | | | | |

☐ ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

SPECIAL INSTRUCTIONS: See attached sheet for more complete information:

Spec prepared: 07/11/2006/RPW

PROCUREMENT PREFERENCES FOR SOUTH CAROLINA VENDORS AND PRODUCTS**South Carolina Resident Vendor Preference**

This following information explains the actions to be taken when applying for the South Carolina resident vendor preference.

Resident vendor as defined by Section 11-35-1524 of the SC Consolidated Procurement Code: A vendor is considered to be a resident of this State if the vendor is:

- (a) an individual, partnership, association, or corporation that is authorized to transact business within the State,
- (b) maintains an office in the State,
- (c) maintains an inventory for expendable items which are representative of the general type of commodities on which the bid is submitted and located in South Carolina at the time of the bid having a total value of ten thousand dollars or more based on the bid price, but not to exceed the amount of the contract, or is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina and the product is made or processed from raw materials into a finished end product by such manufacturer or an affiliate (as defined in Section 1563 of the Internal Revenue Code) of such manufacturer, and
- (d) has paid all assessed taxes.

TO MAKE CLAIM FOR THIS PREFERENCE IN THE AWARD OF THIS BID, THE PERSON SIGNING THE BID MUST PLACE THEIR INITIALS HERE: _____.

*ADDRESS & PHONE NUMBER OF S.C. OFFICE. (MUST BE COMPLETED IF MAKING CLAIM)

PHONE# _____

SOUTH CAROLINA/UNITED STATES PRODUCT PREFERENCE

(Product preference does not apply to services.)

By signing bid and checking the appropriate space(s) provided and **identified on the bid pricing schedule**, vendor certifies that the end-product(s) as shown in this bid are either made, manufactured or grown in South Carolina or the United States.

EXCEPTIONS TO PREFERENCES

Exceptions. This section shall not apply (1) to any procurements conducted under Article 9 of the Code, (2) to any prime contractor or subcontractor providing materials or services relating to permanent improvements to real estate, (3) to any solicitation, bid, offer, or procurement when the price of a single unit of the end-product is more than \$30,000 whether or not more than one unit is bid or offered, (4) to any solicitation, bid, offer or procurement where the contract award is less than \$10,000, or (5) to any solicitation conducted under Section 11-35-1530 of the Code.

PLEASE READ THE FOLLOWING CAREFULLY PRIOR TO COMPLETING RFQ

INSTRUCTIONS TO BIDDERS

DISCUSSIONS AND NEGOTIATIONS: By submission of a quotation, bidder agrees that during the period following issuance of this solicitation and prior to notification of intent or award of a contract, the bidder shall not discuss this procurement with any party except members of the DHEC Procurement Division or other parties designated in this solicitation. Bidder shall not discuss or attempt to negotiate with the using area or program any aspects of the procurement without prior approval of the DHEC Procurement Division Buyer responsible for the procurement. Infractions may result in rejection of the violator's quotation.

- 1) By submission of a bid, you are certifying that your company has not been debarred or suspended under OMB circular A-133 Compliance Supplement or otherwise from doing business in the State of South Carolina.
- 2) Unless otherwise required herein, only one signed copy of the Request for Quotation is required.
- 3) Quotations "faxed" directly to the DHEC Procurement Office are acceptable unless otherwise stated in this package.
- 4) Quotations, amendments thereto or withdrawal request must be received by the time advertised for bid closing. It is the bidder's sole responsibility to insure that these documents are received by the person (or office) at the time indicated in this solicitation document. Any withdrawal request received after the time of the bid closing shall be governed by State Regulation 19-445.2085.
- 5) When specifications or descriptive papers are submitted with the RFQ submission, enter bidder's name thereon.
- 6) Submit your signed RFQ on this form.
- 7) Bidders must clearly mark as "CONFIDENTIAL" each part of their quotation which they consider to be proprietary information that could be **exempt from disclosure** under Section 30-4-40, Code of Laws of South Carolina 1976 (1986 Cum. Supp.; Freedom of Information Act). If any part is designated as confidential, there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. DHEC reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the State, DHEC or its agents for its determination in this regard.
- 8) By submission of a quotation, you are guaranteeing that all goods and services meet the requirements of this solicitation during the contract period.
- 9) **Tie quotations** will be resolved as outlined in section 11-35-1520(9) of the South Carolina Consolidated Procurement Code.
- 10) **Taxes:** Prices are to be exclusive of all sales, use and like taxes.
- 11) **Correction of errors on this RFQ form:** All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the quotation. Erasures or use of typewriter correction fluid may be cause for rejection. No quotation shall be altered or amended after the time specified for the bid closing.
- 12) **Ambiguous quotations** which are uncertain as to terms, delivery, quantity or compliance with this solicitation may be rejected or otherwise disregarded.
- 13) **Failure to respond** to three consecutive RFQs may result in removal of bidder's name from the mailing list.

GENERAL PROVISIONS

- 14) **Unit prices** will govern over extended prices unless otherwise stated in this solicitation.
- 15) **Prohibition of Gratuities:** Amended section 8-13-420 of the 1976 Code of Laws of South Carolina States: "Whoever gives or offers to any public official or public employee any compensation, including a promise of future employment, to influence his action, vote, opinion or judgment as a public official or public employee or such public official solicits or accepts such compensation to influence his action, vote, opinion or judgment shall be subject to the punishment as provided by Section 16-9-210 and Section 16-9-220. The provisions of this section shall not apply to political contributions unless such contributions are conditioned upon the performance of specific actions of the person accepting such contribution nor shall they prohibit a parent, grand-parent or relative from making a gift to a child, grandchild, or other close relative for love and affection except as hereafter provided".
- 16) **Bidder's Qualification:** Bidders must, upon request of DHEC, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. DHEC reserves the right to make the final determination as to the bidder's ability to provide the products or services requested

herein.

- 17) **Bidder's Responsibility:** Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this solicitation. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this quotation or to the subsequent contract.
- 18) **Amendments:** All amendments to and interpretations of this solicitation shall be in writing from the DHEC Procurement Office. Neither DHEC nor the Procurement Officer shall be legally bound by any amendment or interpretation that is not in writing.
- 19) **Award Criteria:** Awards shall be as indicated herein to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in this solicitation. Award may take longer than fourteen days. A copy of the award notice should be posted on the Procurement Bulletin Board located at 2600 Bull Street in the Aycock Building directly across from the Personnel Division and next to the Bureau of Business Management's Procurement Services Division.
- 20) **Rejection:** (In accordance with Regulation: 19-445-2070) DHEC reserves the right to reject any bid: (1) which fails to conform to the essential requirements of the invitation for bid; (2) alternate bids which do not conform to the specifications contained or referenced in the invitation for bid; (3) which fails to conform to the delivery schedule; (4) when the bidder attempts to impose conditions which would modify requirements of the invitation for bid or limit his liability to the State; (5) if the procurement officer determines in writing that it is unreasonable as to price; (6) when a bid guarantee is required and a bidder fails to furnish; (7) which is unsigned.
- 21) **Competition:** This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested bidders to notify the DHEC Procurement Office in writing so as to be received five days prior to the closing date. Notification may be "faxed" to the DHEC Procurement Office, (803) 898-3505. The solicitation may or may not be changed but a review of such notification will be made prior to award.
- 22) **Order of Precedence:** In the event of inconsistency between provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order; (1) the bidding schedule, (2) general provisions and general conditions, (3) instruction to bidders, (4) special provisions or special conditions of the contract whether incorporated by reference or otherwise, and (5) the specifications.

GENERAL CONDITIONS

- 23) **Contract Administration:** Questions or problems arising after award of this solicitation/contract shall be directed to the DHEC Procurement Office, 2600 Bull Street, Columbia, SC, 29201-1708. Reference the solicitation and contract number.
- 24) **Default:** In case of default by the contractor, DHEC reserves the right to purchase any or all items in default in the open market, charging the contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.
- 25) **Force Majeure:** The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to, acts of God or the public enemy, acts of the Government in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather. But in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet required delivery schedule(s).
- 26) **Save Harmless:** (This General Condition does not apply to solicitations for service requirements). The successful bidder shall indemnify and save harmless the State of South Carolina and DHEC and all its officers, agents and employees from all suits or claims of any character brought by reason of infringing on any patent, trade mark or copyright. The bidder shall have no liability to DHEC if such patent, trade mark or copyright infringement or claim is based upon the bidder's use of material furnished to the bidder by the State.
- 27) **Publicity Releases:** By submission of a quotation, the contractor agrees not to refer to award of this contract

in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by DHEC or user.

- 28) **Tax Credit Availability:** Bidders interested in income tax credit availability by subcontracting with Certified Minority Firms should contact the Office of Minority Business Assistance, 1205 Pendleton Street, Columbia, SC, 29201. (803-734-0564)
- 29) **Affirmative Action:** The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
- 30) **Assignment:** Unless otherwise indicated in this solicitation, no contract or its provisions may be assigned, sublet, subcontracted, or transferred without the prior written consent of the DHEC Procurement Office.
- 31) **Termination:** Any contract resulting from this solicitation may be terminated by DHEC by providing a thirty day advance notice in writing to the successful contractor.
- 32) **Non-Appropriations:** Any contract entered into by DHEC resulting from this solicitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
- 33) **Convenience:** In the event that this contract is terminated or canceled upon request and for the convenience of DHEC without the required thirty days advance written notification, then DHEC shall negotiate reasonable applicable termination costs.
- 34) **Cause:** Any contract resulting from this solicitation may be terminated without advance notice by DHEC for cause, default or negligence on the part of the successful contractor.
- 35) **S.C. Law Clause:** Upon award of a contract under this quotation, the person/partnership, association or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this State. By submission of a quotation, the bidder agrees to subject himself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State of South Carolina.
- 36) **Quality of Product:** (This general condition does not apply to solicitations for printing or service requirements). Unless otherwise indicated in this solicitation, it is understood and agreed that any item offered or shipped as a result of this solicitation shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging. For information technology procurements as defined in Section 11-35-310 of the SC Procurement Code, if items that are other than new (i.e., remanufactured or refurbished) are desired to be bid, the bidder must obtain written permission to bid such items at least five days in advance of the RFQ closing date. Written permission must be obtained from the DHEC Procurement Office.
- 37) **Compliance with Federal Requirements:** S.C. State or Federal requirements that are more restrictive shall be followed in bidding, awarding and performance of this contract.
- 38) **Drug-Free Workplace:** Required by Section 44-107-10 (Drug Free Work-Place Act) of the SC Code of Laws, 1976, as amended. By submission of a quotation, the bidder certifies that he will comply with all aspects of the Drug-Free Workplace Act and will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of this contract. This certification also applies to any individual or firm employed by the contractor.
- 39) **Confidentiality Policy:** The successful contractor agrees to abide by DHEC's policy of confidentiality which states in part that all information as to personal facts and circumstances given or made available to employees and/or contractors of DHEC in administration of programs shall be held confidential and shall not be divulged without the express written consent of the individual(s) to which it pertains.
- 40) **Item Substitution:** No substitution of items will be allowed on any purchase made from the awarded contract without written permission from the DHEC Procurement Office.
- 41) **Outside Contractor Program:** If applicable to scope of contract, contracted employees working on DHEC properties are entitled to information about hazardous chemicals present at DHEC; and DHEC's personnel are entitled to information about hazardous chemicals brought to the facilities by contractors. In order to assure continued compliance with the Hazard Communication Standards while contractors are on DHEC property and to control potential compliance obligations under the Superfund Amendments and Re-authorization Act, it is DHEC's policy to:
 - a. Obtain written assurance that the contractor's employees have been trained to understand the hazards of the chemicals at DHEC and how to use appropriate personal protective equipment.

All personal protective equipment and training required for the contractor's employees will be provided by the contractor at the contractor's expense. (This includes SC State General Services employees).

- b. Require the contractor to notify the DHEC Bureau of Business Management or the appropriate DHEC unit Director when introducing hazardous chemicals into DHEC work areas, which may harmfully expose DHEC employees. If the contractor is introducing such hazardous chemicals into any DHEC facility or onto DHEC property, the contractor shall provide the DHEC Division of Procurement Services or the DHEC unit Director copies of the Material Safety Data Sheets (MSDS) for those chemicals. The DHEC Division of Procurement Services or the DHEC unit Director should provide appropriate information to the DHEC employees before the contractor(s) enter any DHEC facility with chemicals.
 - c. DHEC reserves the right to refuse to allow any contractor to bring any chemical onto DHEC property. DHEC also reserves the right to refuse to allow any contractor to bring certain quantities of chemicals on DHEC property.
- 42) Any written assurances, MSDS's or correspondence required must be submitted prior to beginning any aspect of the contract.
- 43) **Travel:** As applicable, reimbursement to contractors for travel expenses will be made in accordance with regulations established for State employee travel and in accordance with guidelines established by DHEC.

SPECIAL PROVISIONS

- 44) **FOB Destination:** All deliveries shall be FOB Destination. It is agreed by the parties hereto that delivery by the contractor to the common carrier does not constitute delivery to the State. Any claim for loss or damage shall be between the contractor and the carrier. Quotations received otherwise may be subject to rejection.
- 45) **Shipping/Delivery Charges:** Unless otherwise indicated in the "Special Conditions", any applicable shipping, delivery, assembly or installation charges are to be indicated on the bidding schedule herein.
- 46) **Specifications:** The specifications listed herein are not to be considered restrictive to one source of supply. However, items offered must be equal in quality and performance. The bidder to include with his quotation supporting product data sufficient for DHEC to determine equality and acceptability. DHEC reserves the right to reject any offering in which the items offered are considered unsatisfactory in any manner. DHEC will determine if minor deviations from the listed features or performance are acceptable.
- 47) **Confidentiality:** The Contractor and all contracting employees shall not discuss, disclose, release, divulge or otherwise communicate, any confidential information as to personal facts and circumstances observed or overheard while performing work pursuant to this contract. The Contractor and all contracting employees, their agents, personal representatives and assigns, shall be fully liable and accountable for any resulting damage or injury to any person, institution or DHEC.